**Quick Guide to Assigning "State ID" for Individual Students Online**

1. Login to www.edinfo.state.ia.us (BEDS website)
2. Click "State ID" web application.
3. Click "Enter Individual Student" button.
4. Enter all the information for the student. Fields marked with "*" are required fields.
5. Click "Assign "State ID"
   - If "Near Matches/Duplicates" are reported, click "Resolve Near Matches/Duplicates", and resolve. For resolving a "Near Match/Duplicate", you will take any one of the following action:
     - If the input student record and one of the reported "Near Matches/Duplicates" are one on the same, check the radio button of the corresponding "Near Match/Duplicate" record and click "Assign Selected".
     - If the input student record is not the same as any one of the reported "Near Matches/Duplicate" record, click "Create New ID".
     - If you determine that an input record came to this stage by error or can't be resolved, click "Cancel Record".
     - If you can't determine at this time, click "State ID Home" to return to the "State ID" main page to perform another action or exit from the application. This record is still "Waiting to Resolve Near Matches/Duplicates" and you need to revisit this record later and resolve the near match.
       Once you resolved the record, you will be taken to Step 6.
   - If there are no "Near Matches/Duplicates", you will be directly taken to Step 6.
6. Make a note of the confirmation message. If an ID is assigned, the assigned ID Number is displayed
7. If you want to download the entered student details with the assigned "State ID", Click "Download State ID" button. The System will extract the file and will show you the link to download the same to your local computer.
8. Download the file and verify
   - Through a web browser by double clicking on the link
   - To download the file:
     - Right click on link provided. Select Save Target As . . .
     - Select location to save your download on your computer from the "Save In:" dropdown at the top of the "Save As" screen.
     - Change the download filename in "File name:" box, if you desire.
     - Click "Save".

- o Select "Open" to view and verify the downloaded file or "Close"
9. Select "State ID Home" or "Return to State ID Home" to return to the "State ID" main page.
10. Select another function or press EXIT on "State ID" page.
11. Select EXIT in the Application Menu to log out.

Close the Browser.